



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

Ref no.: AA: GAX: 22: HS: 3101

Date: 18.03.2023

M/s iFly Vacation Pvt. Ltd.
315, Suneja Tower 1, District Centre,
Janak Puri, New Delhi – 110058

Kind attention: Mr. Girish Oberoi / Mr. Harpreet Singh

Sub: NIT for Organizing BLAC & Board Meeting at Diu on 24th and 25th March,2023

BHEL invites quotation for organizing BLAC & Board Meeting at Diu on 24th and 25th March,2023.

A. Scope of Work:

1. Accommodation for all attendees, staff & organizers with details as per Annexure-I, on sharing & non-sharing basis (as directed by BHEL).
2. Tikka, garlanding, etc followed by non-alcoholic welcome drink to be provided on arrival.
3. Facilities like Newspaper, Tea / Coffee with platter(s) of fruits & cookies / muffins, dry fruits, mineral water bottle, etc. to be provided in each room. The same shall be replenished on all days of stay.
4. Conference facility on 24th and 25th March,2023 for the participants, which shall include excellent Conference Hall with tables & chairs with proper covers, audio-visual aids / facilities, computer / laptop with internet connectivity etc. (ref. Annexure-I for detailed requirements). Any additional on the spot BHEL requirement shall also be arranged / catered with payment at actual.
5. During the meeting, Mineral Water, Tea / Coffee / juices / soft drinks & biscuits / cookies / snacks, mouth fresheners, etc. shall be provided in the conference room for the participants, as per BHEL requirements.
6. Evening High Tea with Veg & Non-Veg snacks (02 each) with dry fruits, etc. to be provided for all the participants during their stay followed by dinner. Details of menu, etc. to be discussed with the BHEL organizing team.
7. Buffet Breakfast, Lunch & Dinner on all days of stay for all present officials as per Menu (Veg & Non-Veg) decided by BHEL.
8. Gala Dinner with Menu (Veg & Non-Veg) to be decided as per BHEL Requirement. Silver Service for select participants shall also be provided.
9. Cultural event on 24th March,2023 evening for a duration of about 1.5-2 hrs. All requisite licenses shall also be arranged. All other requisite logistical requirements like sound system, microphones, mixer, lights, stage, etc. shall be arranged (ref. Annexure-I).
10. At least 3 dedicated Liaison officers / coordinators to be deputed with the organizing team of BHEL till the successful completion of the meeting.
11. Miscellaneous requirements like flower & bouquet arrangements, branding (printing & installation), still photography during welcome & conference, decorations, lamp lighting, etc. shall also be arranged as per BHEL requirement.

Regd. Office: BHEL House, Siri Fort, New Delhi – 110049 (India)

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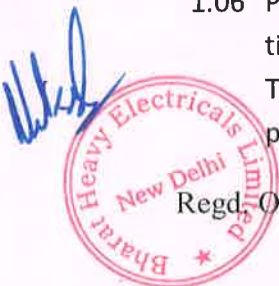
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12. For detailed scope of work refer Annexure-I.
13. Exact requirement shall be communicated through Award of Contract. Travel plans of the participants shall be forwarded separately. However, payment will be as per actual utilization beyond the confirmed requirements & minimum guarantees based on BHEL's requirement on all days of the stay.
14. The above facilities should be at par with the highest standards of quality to the satisfaction of BHEL. For unsatisfactory service / quality, BHEL reserves the right to not pay for unsatisfactory service / suitably levy penalty. BHEL decision in this regard shall be final and binding.
15. No advance shall be given by BHEL.
16. BHEL also reserves the right to reject the offer without assigning any reason.
17. The quoted prices shall remain firm till the conclusion of the event.

B. Financial Terms & Conditions

1.0 TAXES & DUTIES:

- 1.01 To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the contractor only after submission of GST complaint Tax invoice. The successful bidder shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- 1.02 Payment shall be made to service provider only after submission of GST complaint tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period shall be withheld and the same shall be released only after confirmation from GST website/ portal that such invoice has been declared in GSTR-1 return filed by service provider within the stipulated time for the relevant period and tax amount thereon has been paid by service provider to the Government within the stipulated time period as per GST Law.
- 1.03 BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- 1.04 GSTIN of BHEL will be provided to the contractor along with the work order.
- 1.05 Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
- 1.06 Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.





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1.07 Applicable GST shall also be recoverable from the contractor in case of LD recovery/penalty on account of breach of terms of contract.

2.0 PAYMENT TERMS:

- 2.01 The payment of final bill will be made only after satisfactory completion & satisfactory quality of the work as per tender, clearance of the site & clearance of all the liabilities on agency's part. No claim will be entertained after signing the final bill.
- 2.02 Payment shall be made as per the actual nos. of BOQ items provided by the agency except where Minimum Guarantee is mentioned.
- 2.03 Bills raised by the Agency shall be certified by the official in-charge of BHEL and the payments will be made against final bill, within 30 days by NEFT/RTGS from the date of receipt of bill subject to conditions mentioned at Taxes & Duties. The agency shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

3.0 PENALTY CLAUSE:

It is expected that the service provider will provide the best services during entire event including stay, food/meals, transportation, etc. Complaint in any of the services/arrangements shall lead to penalty of 2% per instance/complaint & 10% maximum for the said service as mentioned in Price Bid Format. The GST shall be applicable on all LD/Penalties on same rate after certification of officer-in charge. Decision of BHEL shall be final.

You are requested to kindly quote your best rates in the enclosed price bid format (Annexure-I), to be duly signed & stamped, along with signed & stamped copy of the NIT shall be given in the sealed envelope / email by 14:00 Hrs on or before 20.03.2022.

This should be treated IMPORTANT & reply may be sent to us on "Priority".

Thanks & Regards.

For & on behalf of BHEL




Netramohan Kakati
Manager (HR-GAX)

BHEL Corporate Office
Asiad, Siri Fort, New Delhi 110049

Off: 011 6633 7042

Email: netramohan.kakati@bhel.in



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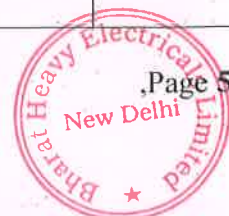
Price Bid: Annexure-I

S.No.	Description of service / arrangement	Quantity / nos.	No of nights / days / service	Rate per night or item or service, excl GST (in Rs.)	Rate per night or item or service, excl GST (in Rs.)	Applicable GST % (Quoted %)	Applicable GST % (Quoted %)	Total Amount Incl. GST(Rs.)
				In Figures	In Words	In Figures	In Words	
A Accommodations								
A1	Accommodation with Breakfast at Radhika Beach Resort, Diu as per detail Below, (MG- 13 Rooms for 01 night)							
1	For Board Members	9	1					To be calculated by BHEL
2	Rooms for BHEL Organizing Team ##							
3	GM (max. Rs. 7000.00 per night, excl. taxes)	1	2					
4	AGM (max. Rs.5500.00 per night, excl. taxes)	1	2					
5	Sr. Manager /Manager (max. Rs. 3000.00 per night, excl. taxes)	2	2					
6	Dy. Engineer (max. Rs. 1100.00 per night, excl. taxes)	1	2					
	Total Rooms	14		To be calculated by BHEL				
A2	Accommodation with Breakfast in a hotel (with minimum 4 star rating) For 25th - 26th March 2023, as per details below							
1	For Board Members	9	1					To be calculated by BHEL
2	Rooms for BHEL Organizing Team ##							
3	GM (max. Rs. 7000.00 per night, excl. taxes)	1	1					
4	AGM (max. Rs.5500.00 per night, excl. taxes)	1	1					
5	Sr. Manager/Manager (max. Rs. 3000.00 per night, excl. taxes)	2	1					
6	Dy. Engineer (max. Rs. 1100.00 per night, excl. taxes)	1	1					
	Total Rooms	14		To be calculated by BHEL				
B Food & Refreshment								
1	Evening snacks / Hi Tea on all days of stay for all residents and non-residents,	25	2					To be calculated by BHEL
2	Lunch on all days of stay for residents & non-residents, if any	25	2					
3	Exclusive Dinner on all days of stay for residents' if any	25	2					



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4	Additional charge for Gala Dinner @ 24.03.2023	25	1						
5	Packed refreshment for transit(s), incl water bottles etc.	25	2						
	Total						To be calculated by BHEL		
C Conference Arrangement @24.03.2023 & 25.03.2022									
1	Hall rental charges** *	1	2						
2	U shaped seating for approx. 13 persons 13 nos. Goose neck microphones 01 Cordless Microphone 01 no. Collar Microphone 13 nos. High back chairs LED of size 8 ft x 6 ft 01 no. Laptop 01 no. Laser Pointer 01 no. Cordless Mouse & Keyboard Inaugural Lamp 04 nos. Pinboards (4ft x 2 ft) with stand Sound system Black / White Masking (20ft x 6ft) (lumpsum rates incl. transportation)***	1	2						To be calculated by BHEL
3	01 no. conference break with tea / coffee / juices / coconut water (on demand) with snacks, candies, cookies & cakes	25	2						
4	Printing of flex & steel frame installation of the following incl. transportation: Conference Backdrop (12ft x 8ft) - 01 no. Conference standee (6ft x 3 ft) - 04 nos. Main Gate Banner (15ft x 10ft) - 01 no. Direction Banners 13ft x 2ft) - 04 nos	1	1						
5	Video Conferencing Arrangements including separate internet line of 100MBPS	1	2						
	Total						To be calculated by BHEL		
D Transportation									
1	Taxies (Innova Crysta) for all members & organisers 24 Hrs	13	3						To be calculated by BHEL
2	Drivers Accommodation & Food	13	3						



(Handwritten Signature)



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Total		To be calculated by BHEL					
E	Miscellaneous Arrangements						
1	Welcome arrangements incl. souvenirs for all residents	20	1				
2	Photography	1	2				
3	Flower arrangements (Bouquets + Decoration)	1	1				
4	Cultural event @ 24.03.2023 (Artist Charges)	1	1				
5	Cultural event venue rental charges	1	1				
6	Cultural Event related setup incl. stage setup, backdrop printing, tentage, lights, carpet, round tables, chairs, sound system with mixer, microphones, etc. (incl. transportation)"	1	1				To be calculated by BHEL
7	Performance Licenses, if required	1	1				
8	Somant Visit on 25.03.2023 for all participants & organisers incl. all logistics (Lumpsum)	1	1				
10	Sightseeing on 26.03.2023 for all participants & organisers incl. all logistics (Lumpsum)	1	1				
11	Recce Visit (Hotel, Food & Transportation Charges)	1	1				
	Total						
F	Total (A + B + C + D + E) =		To be calculated by BHEL				
G	Management Fee						
1	Management Fee on above in percentage						To be calculated by BHEL
2	Applicable GST on Management Fee in percentage						
H	Grand Total, all inclusive (F +G)=		To be calculated by BHEL				

